



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Workday线下培训系列

第3周

- 请在教室前方签到
- 请在 一个空闲的电脑前就坐

提示



我们将……

- 向您演示如何在 *Workday* 中完成各项任务
- 留出时间让您练习



我们将不……

- 回答您的个人问题
- 讨论具体部门的政策

培训内容

在今天的培训结束时，您将学会以下内容：

- 变更您的直接汇款（*direct deposit*）信息
- 查看假期余额
- 请假
- 熟悉薪酬（*Compensation*）标签
- 在职员工如何申请威大的工作
- 申请调换蓝领多轮班（*Blue Collar Multi-Shift, BCMS*）岗位
- 获取帮助

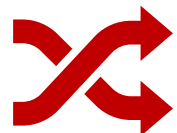
今日约定



请认真听讲并练习



如有问题或需要帮助，请举手示意。



请跟随培训员的讲解操作，不要自己提前行动。



如果您想看别人的屏幕，请先征求对方许可。

登录 *Workday*



如何在电脑上登录*Workday*。



1. 访问*MyUW* (my.wisc.edu)
2. 输入您的 *NetID* 和密码
3. 使用验证码或*Due Mobile* 密码进行*Duo* 验证
4. 登录 *MyUW* 后，找到*Workday* 应用程序并点击**Launch full app**（启动完整应用程序）

Workday Mobile App





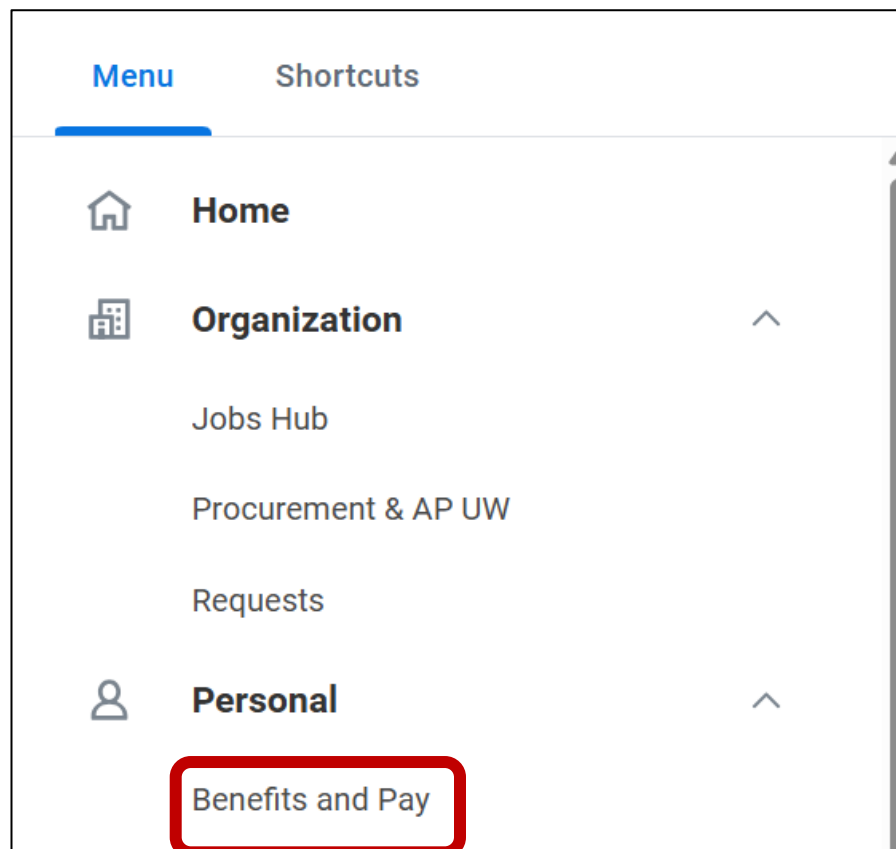
Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

如何变更您的直接汇款 (*Direct Deposit*) 信息



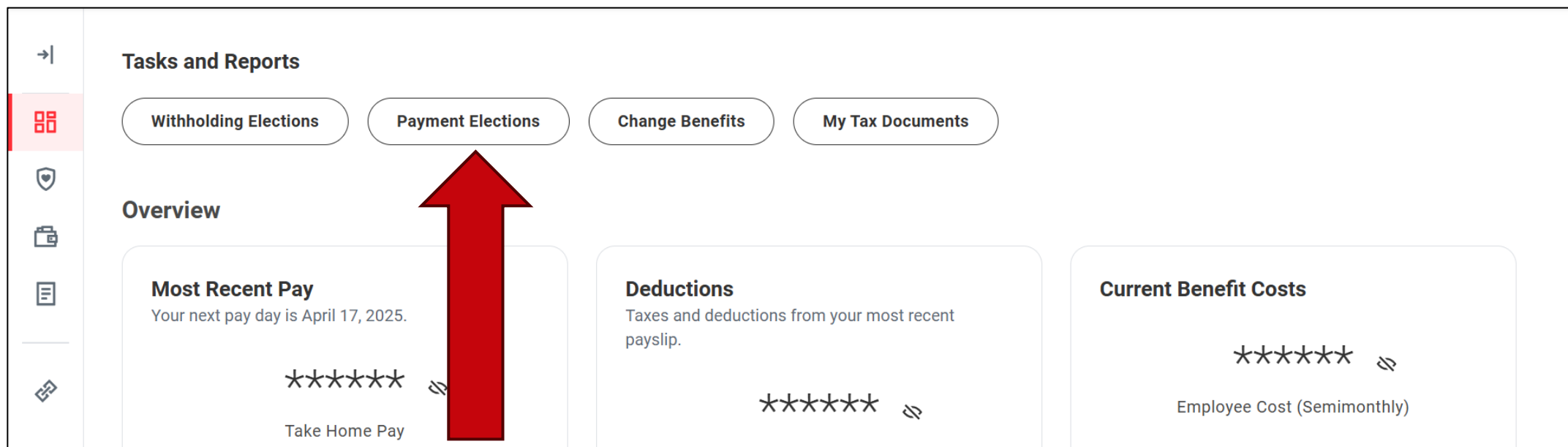
变更直接汇款

1. 在 **Workday** 主页，点击**Menu**（菜单）
2. 点击**Benefits and Pay**（福利和工资）应用程序



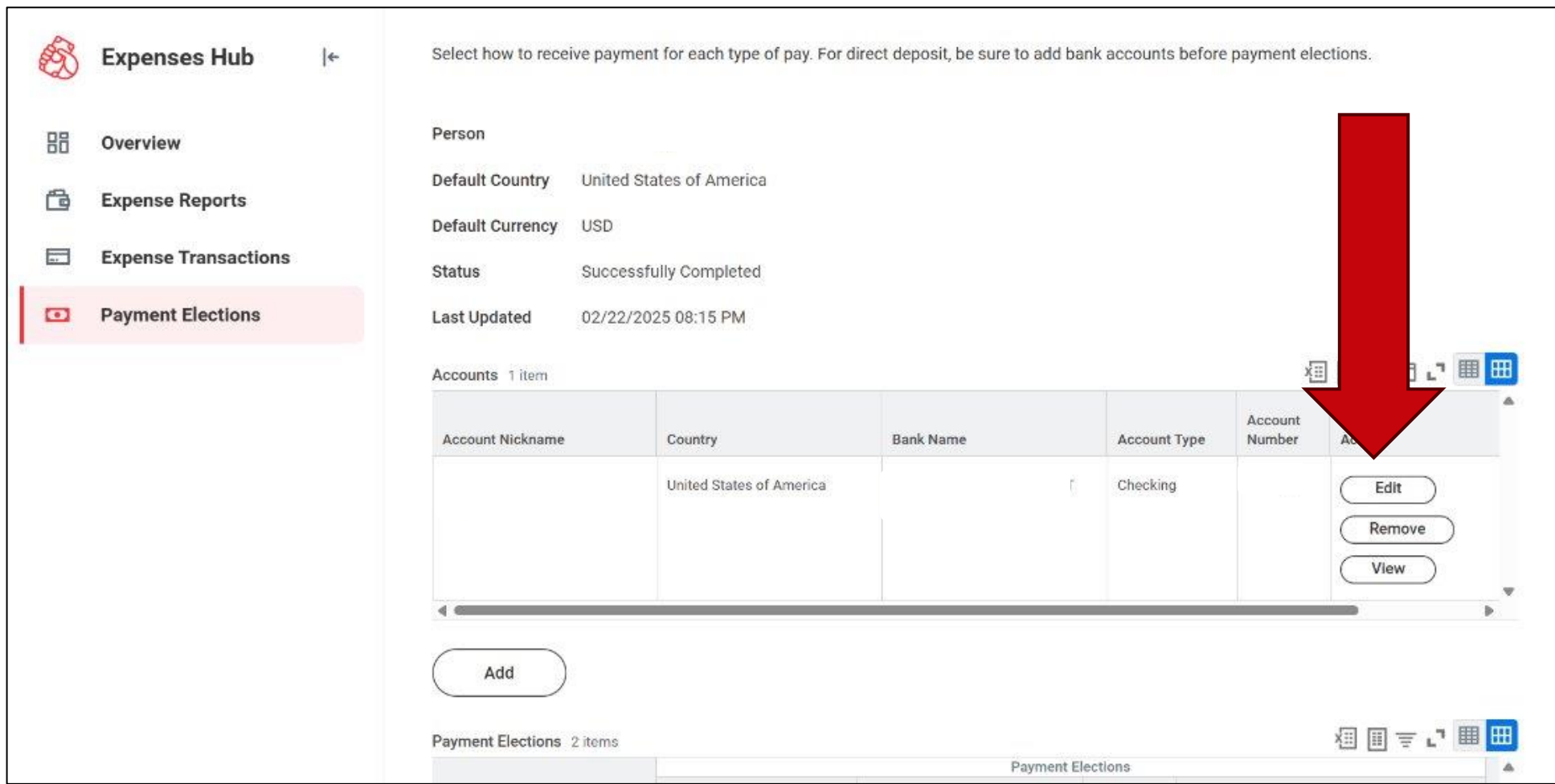
变更直接汇款

3. 点击 **payment elections**（支付选项）



变更直接汇款

4. 点击 **edit**（编辑或变更）以变更您的直接汇款信息



The screenshot displays the 'Expenses Hub' interface. On the left sidebar, the 'Payment Elections' option is highlighted. The main content area shows a summary of payment election settings and a table of bank accounts.

Expenses Hub

- Overview
- Expense Reports
- Expense Transactions
- Payment Elections**

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person

- Default Country: United States of America
- Default Currency: USD
- Status: Successfully Completed
- Last Updated: 02/22/2025 08:15 PM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Actions
	United States of America		Checking		Edit Remove View

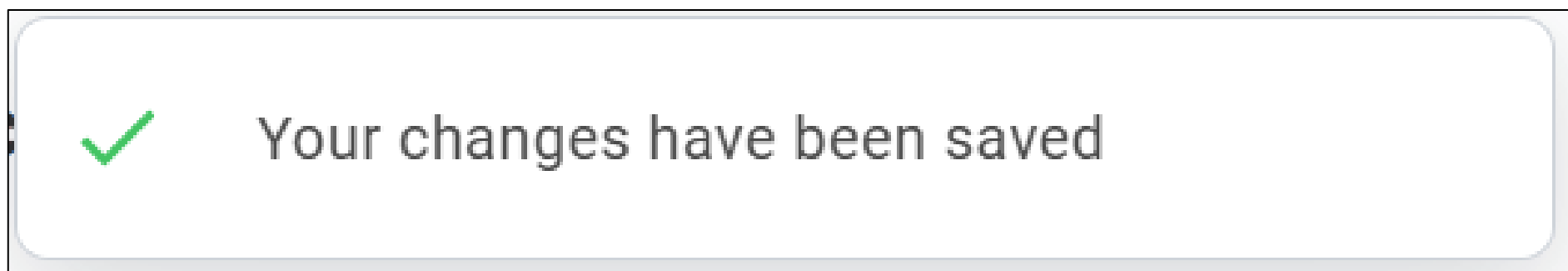
Add

Payment Elections 2 items

Payment Elections

变更直接汇款

完成后您将看到一条确认信息 “***Your changes have been saved***（您所做的变更已保存）”。



有问题吗？





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

如何查看您的 假期余额



休假

休假 (***Time off***)

- 不来上班
- 休年假 (*Vacation*)、病假 (*sick*)、个人假期或法定假日 (*personal or legal holidays*)

缺勤 (***Leave of Absence***)

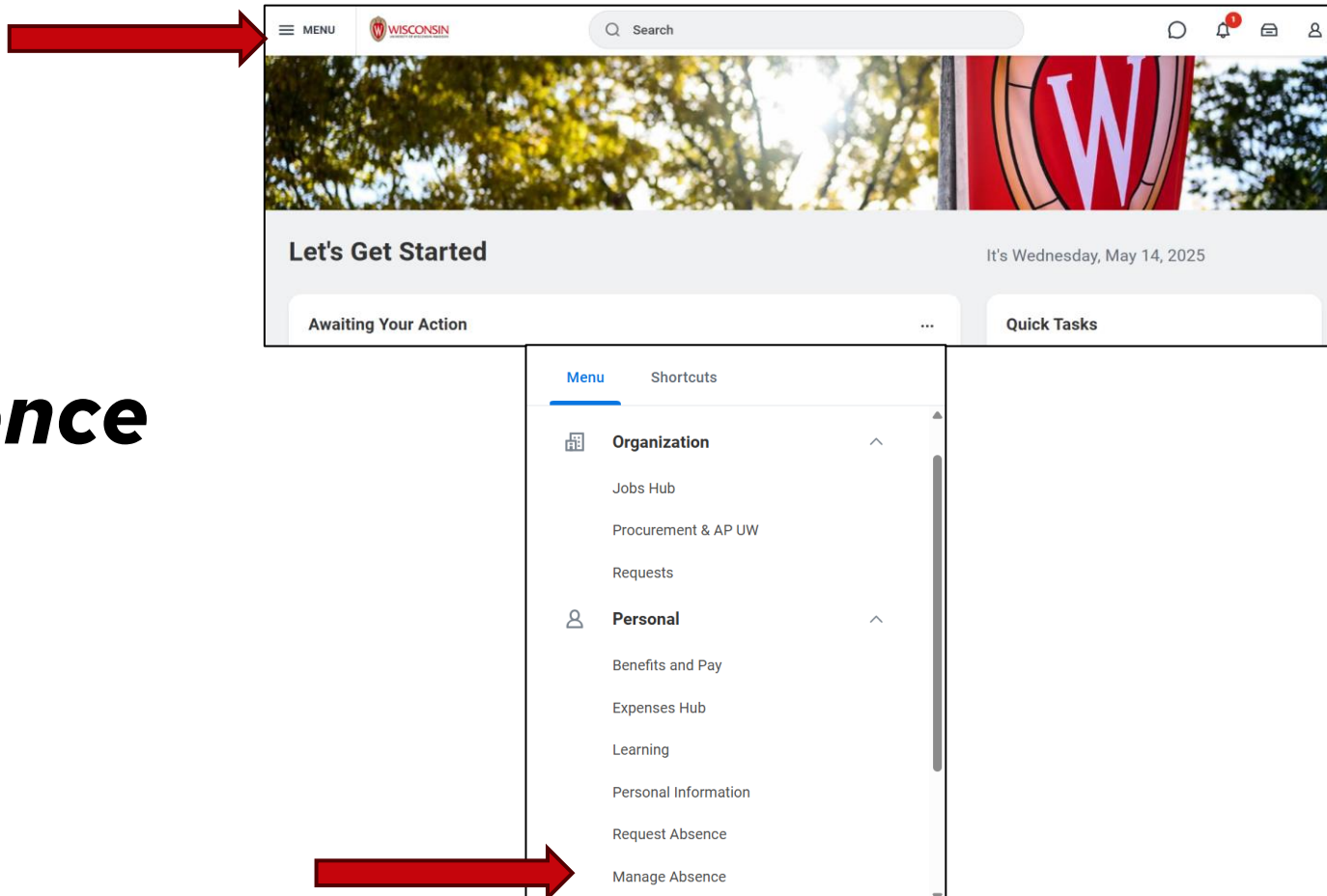
- 因某个特殊原因而不来上班
- 家庭医疗休假法案 (*Family Medical Leave Act, FMLA*)、带薪育儿假 (*paid parental leave*) 等
- 请先联系您的主管或人力资源办公室

查看假期余额（网站）



在Workday主页：

1. 点击**Menu**（菜单）



2. 点击**Manage Absence**
（管理休假）

查看假期余额（网站）



3. 找到页面右侧的**Balances**（余额）

滚动鼠标查看您每种假期还有多少小时可用

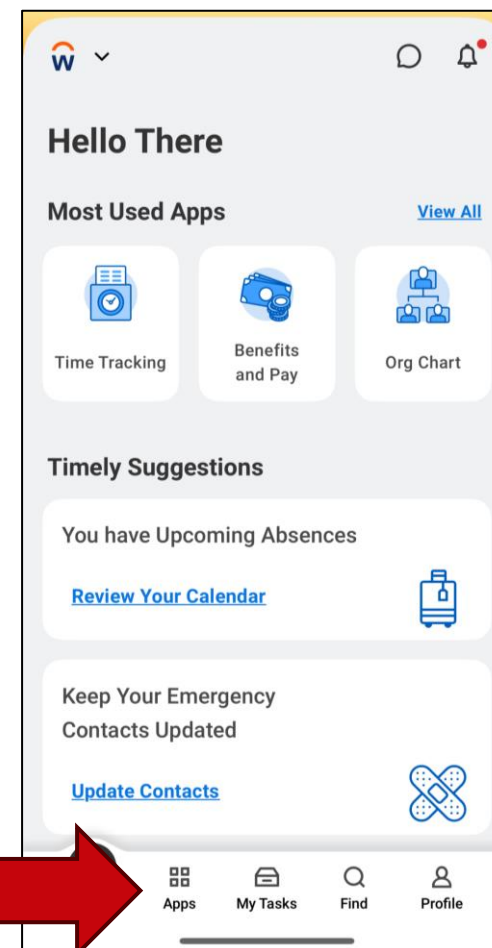
Balances	Requests
Balances as of	05/14/2025 
Legal Holiday	
8 Hours	
Personal Holiday	
8 Hours	
Sick	
164.87356 Hours	
Vacation Available	
130.75 Hours	
Vacation Year to Date	
69.38576 Hours	
Total of All Plans	

查看假期余额（移动应用程序）



从 *Workday* 主页：

1. 用指头轻轻点击 **Apps**（应用程序）
2. 点击 **Absence**（缺勤）应用程序

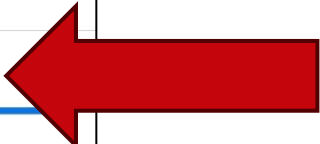


查看假期余额（移动应用程序）



3. 点击屏幕上方的***Balances*** （余额）

滑动屏幕查看您每种假期还有多少小时可用



Absence	
Calendar	Balances
Balances as of 06/05/2025	
Legal Holiday	8 Hours
Personal Holiday	8 Hours
Sick	164.87356 Hours
Vacation Available	130.75 Hours
Vacation Year to Date	69.38576 Hours
Total of All Plans	381.00932 Hours

有问题吗？





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

如何请假



如何请假

您将用纸质请假单（***paper form***）请假。

- 向您的主管要纸质请假单
- 填写纸质请假单
- 填完纸质请假单后请交给您的主管

纸质请假单（*Time off request form*）

中文 / CHINESE



请假单（*Time Off Request Form*）

填完后请交给您的主管。

员工姓名：_____

您想休假的日期 (例如：2025 年 8 月 11 日，请 写成 08/11/2025)	休假小时 (hours) 数 (例如：4 hours、 8 hours、10 hours)	假期类型 * (请选用下表的 对应代码)	是否批准？ (供主管填写) Y=是；N=否
1.			Y N
2.			Y N
3.			Y N
4.			Y N
5.			Y N

*假期类型	对应代码
年假 (Vacation)	V
病假 (Sick Leave)	SL
个人假期 (Personal Holiday)	PH
节假日 (Holiday) 或浮动节假日 (Floating Holiday)	H
超时补偿时间 (Comp Time) [*仅限 非豁免类员工 (Non-Exempt)]	CT
存储的假期 (Banked Leave)	BL

*各部门/单元可能对使用或积攒 *comp time* 有具体的政策。请咨询您所在部门的人力资源办公室。

员工签名

提交日期

主管签名

批准日期

主管将采取的下一个步骤：

- 在 *Workday* 中输入员工的请假信息。代表员工核对请假信息
(kb.wisc.edu/workday/internal/144864)。
- 如果您需要进一步了解员工请假过程，请参阅威大-麦迪逊分校的人力资源政策网页
(hr.wisc.edu/policies/)。



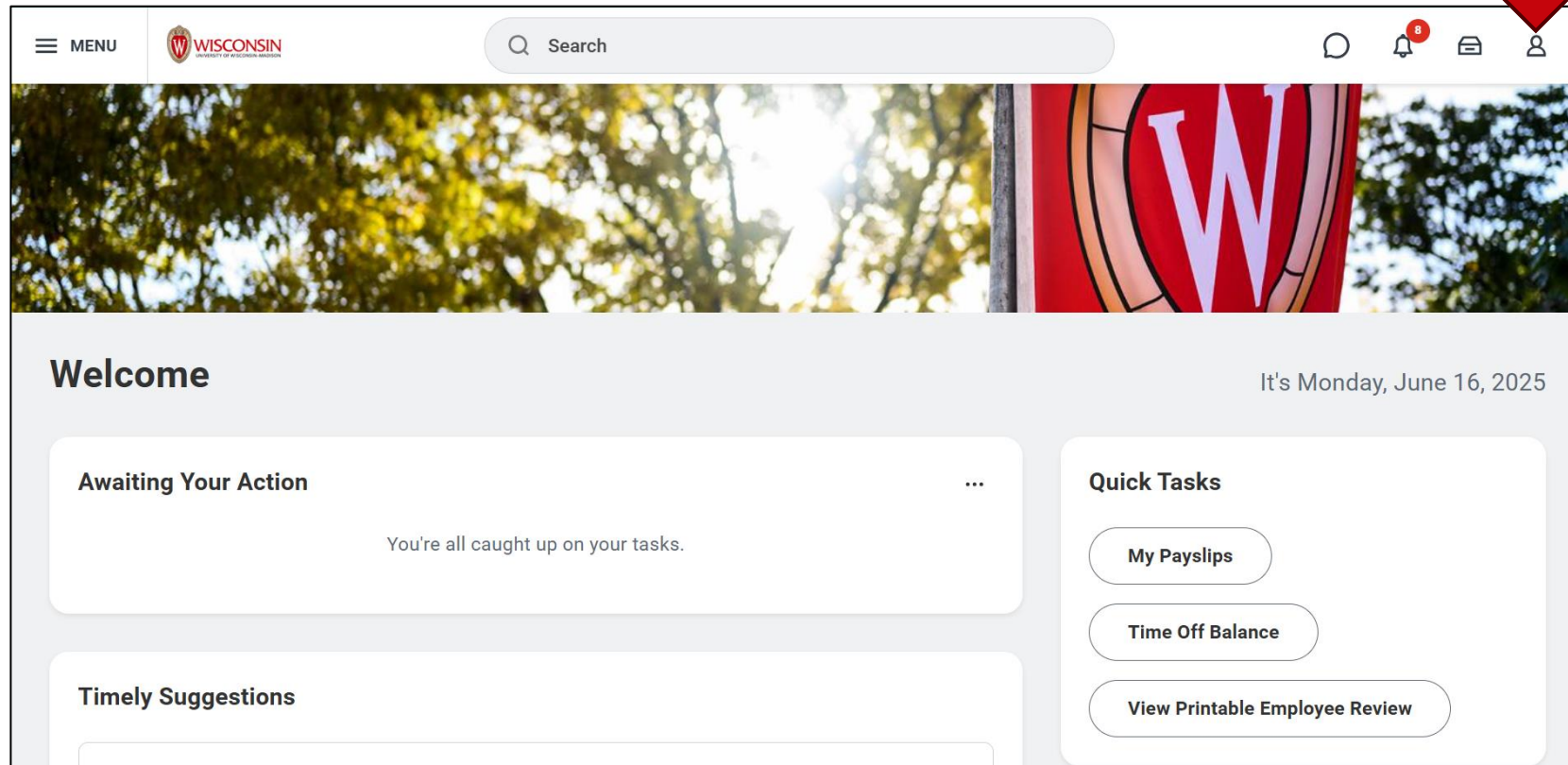
Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

熟悉 **Compensation**（薪酬）标签



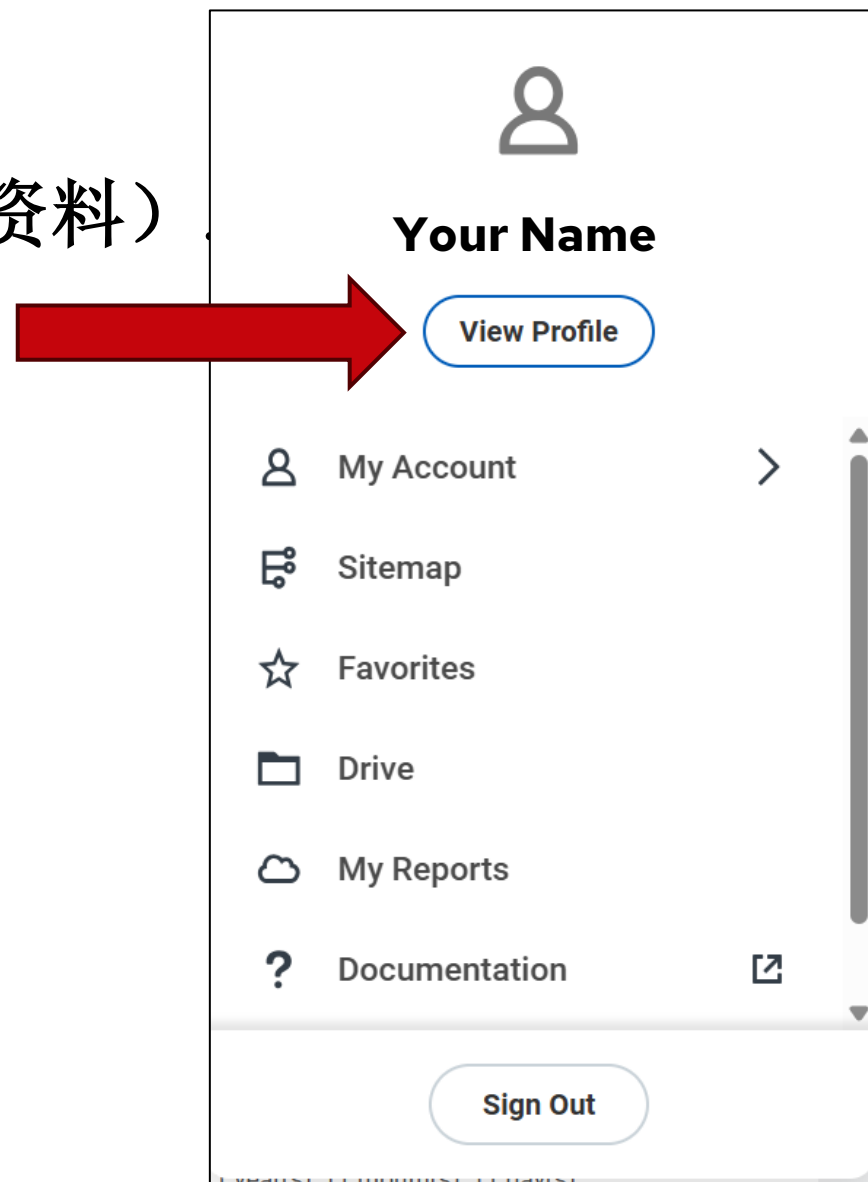
Compensation（薪酬）标签

1. 点击您的 **Worker Profile**（员工个人资料）。



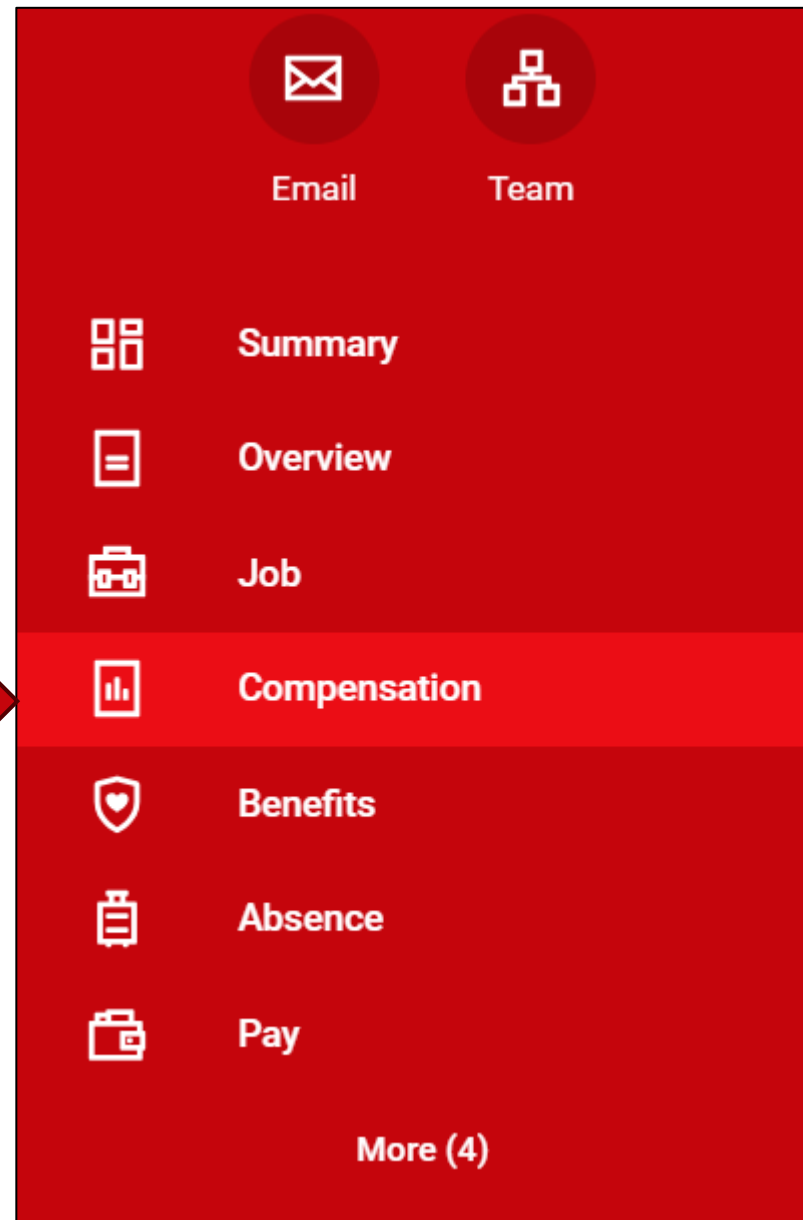
Compensation (薪酬) 标签

2. 点击 **View Profile** (查看个人资料)



Compensation (薪酬) 标签

3. 点击**Compensation** (薪酬)



Compensation (薪酬) 页面

MENU



WISCONSIN

UNIVERSITY OF WISCONSIN-MADISON

Search

2

Custodian

Actions

Email

Team

Summary

Overview

Job

Compensation

Benefits

Absence

Pay

Contact

Personal

Performance

Career

Compensation

Total Rewards

Pay Change History

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
20.814615	18.73	USD	Hourly

Compensation

Compensation PackageGeneral Compensation Package

Compensation GradeGrade 015

Compensation Grade ProfileGrade 015 Madison Hourly

CompanyUWMSN University of Wisconsin Madison

Plan Assignments 3 items

Effective Date	Plan Type	Compensation Plan	Assignment	End Date
06/30/2024	Hourly	Hourly Plan	18.73 USD Hourly	
06/09/2025	Allowance	Uniform Allowance	200.00 USD Quarterly: Individual Target	06/30/2030
06/30/2024	Allowance	Supplemental Night Differential	1.70 USD Hourly: Individual Target	06/30/2030

Compensation（薪酬）页面

Plan Assignments 3 items

Effective Date	Plan Type	Compensation Plan	Assignment	End Date
06/30/2024	Hourly	Hourly Plan	18.73 USD Hourly	
06/09/2025	Allowance	Uniform Allowance	200.00 USD Quarterly: Individual Target	06/30/2030
06/30/2024	Allowance	Supplemental Night Differential	1.70 USD Hourly: Individual Target	06/30/2030

什么是一次性付款 (*Lump Sum payment*) ?

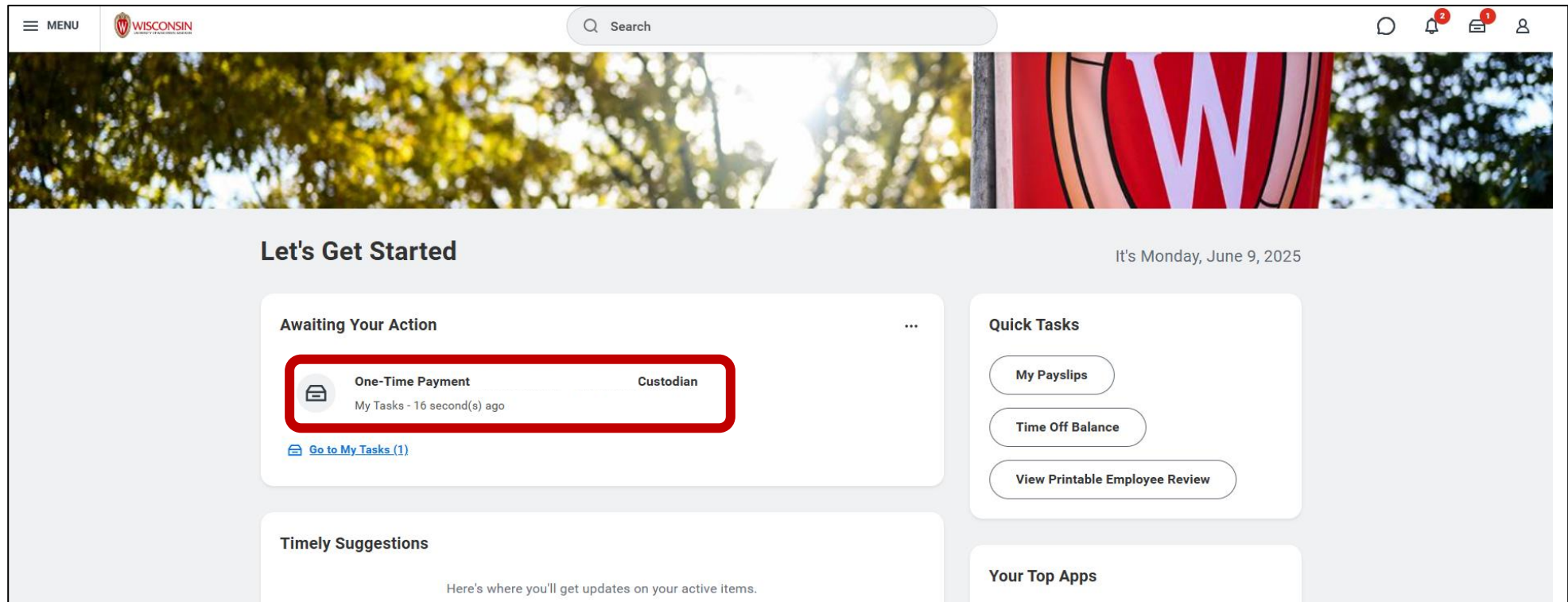
一次性付款 (*lump sum*) 指的是您在正常工资之外获得的钱。它将包含在您的工资单中。

一次性付款的例子：

- 绩效奖金 (*Performance bonus*)
- 铲雪奖金 (*Snow removal bonus*)
- 聘用奖金 (*Hiring bonus*)
- 因推荐他人而获得的奖金 (*Referral bonus*)

一次性付款的通知信

1. 一次性付款将显示在 **Workday** 主页的 **Awaiting Your Action**（等待您的行动）下方。



接受这封信

2. 您点击付款后将看到一封信。然后点击这封信。

The screenshot displays the WISCONSIN University of Wisconsin-Madison portal interface. The left sidebar contains navigation options: 'My Tasks', 'All Items' (highlighted), 'Saved Search', 'Filters', and 'Archive'. The main content area is divided into two sections. The top section, 'All Items', shows a search bar and a list of items. A red arrow points to the 'One-Time Payment: Custodian' item, which is dated 06/09/2025. The bottom section, 'Documents', shows a list of documents. A red arrow points to the 'One Time Payment 2025-06-09.pdf' document. Below the document list, there is a 'Signature Statement' section with the text 'I have received my One Time Payment letter.' and an 'I Agree' checkbox.

WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

MENU

Search

My Tasks

All Items

Search: All Items

Advanced Search

One-Time Payment: Custodian

06/09/2025

Effective: 06/09/2025

Updated: 06/09/2025

Print Generated Document

Review Documents for One-Time Payment: Custodian

Documents

Document

One Time Payment 2025-06-09.pdf

Signature Statement

I have received my One Time Payment letter.

I Agree

接受通知信



接受通知信

3. 您读完通知信后，请点击 **I Agree**（我同意）旁边的勾选框。
4. 点击 **Submit**（提交）。

Print Generated Document

Review Documents for One-Time Payment: /

Custodian

Documents

Document

 One Time Payment 2025-06-09.pdf

Signature Statement

I have received my One Time Payment letter.

I Agree

☒

Comment



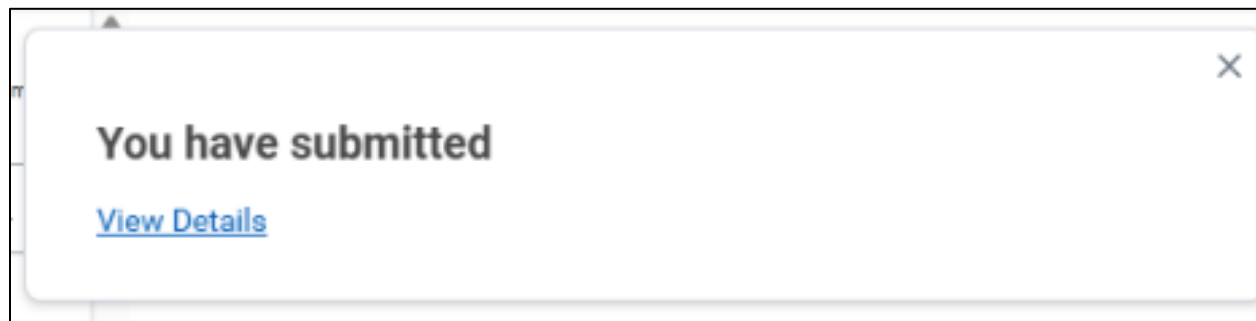
Submit

Save for Later

Cancel

接受通知信

完成后您将看到确认信息：***You have submitted***（您已提交）。



有问题吗？





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

中场休息



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

在职员工如何申请威大的工作



申请工作



请不要：

- 在供校外人员申请威大工作的网站 (jobs.wisc.edu) 申请工作



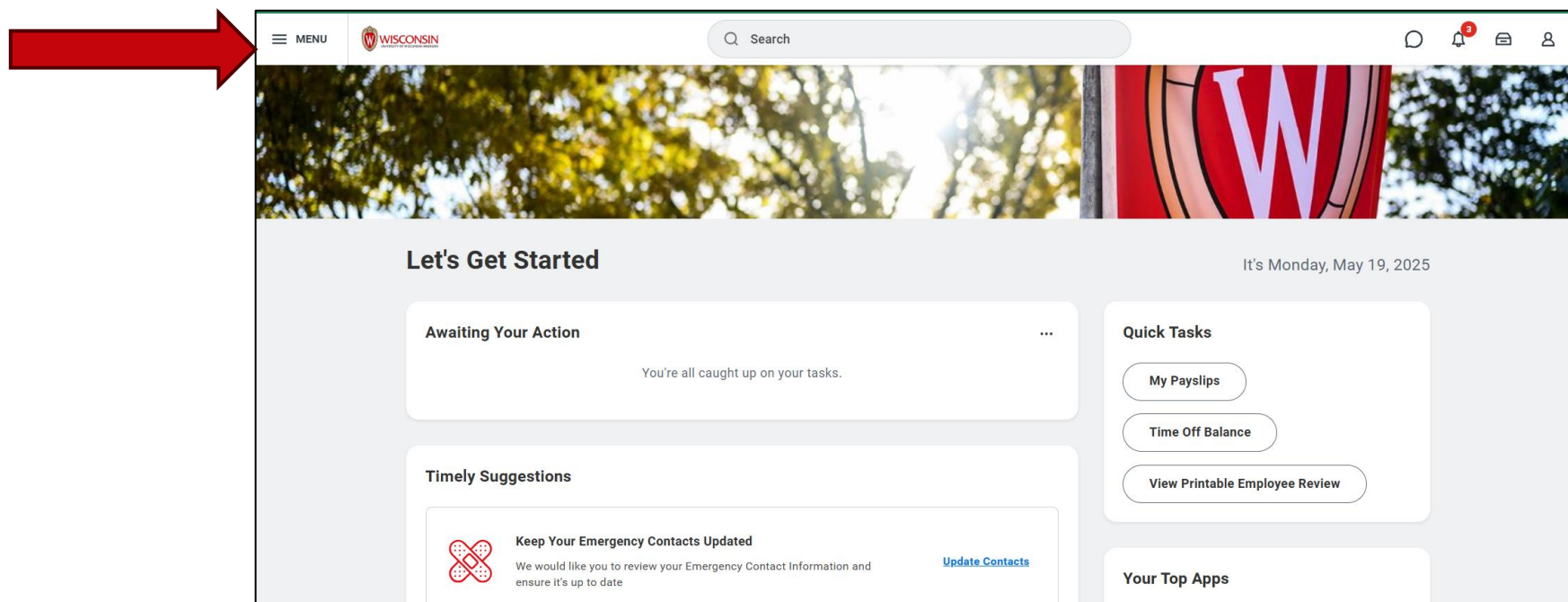
而是：

- 在 **Workday** 申请威大工作（无论哪个威大分校）
- 如果需要语言服务，请联系文化语言服务中心（*Cultural Linguistic Services, CLS*）。

申请威大工作



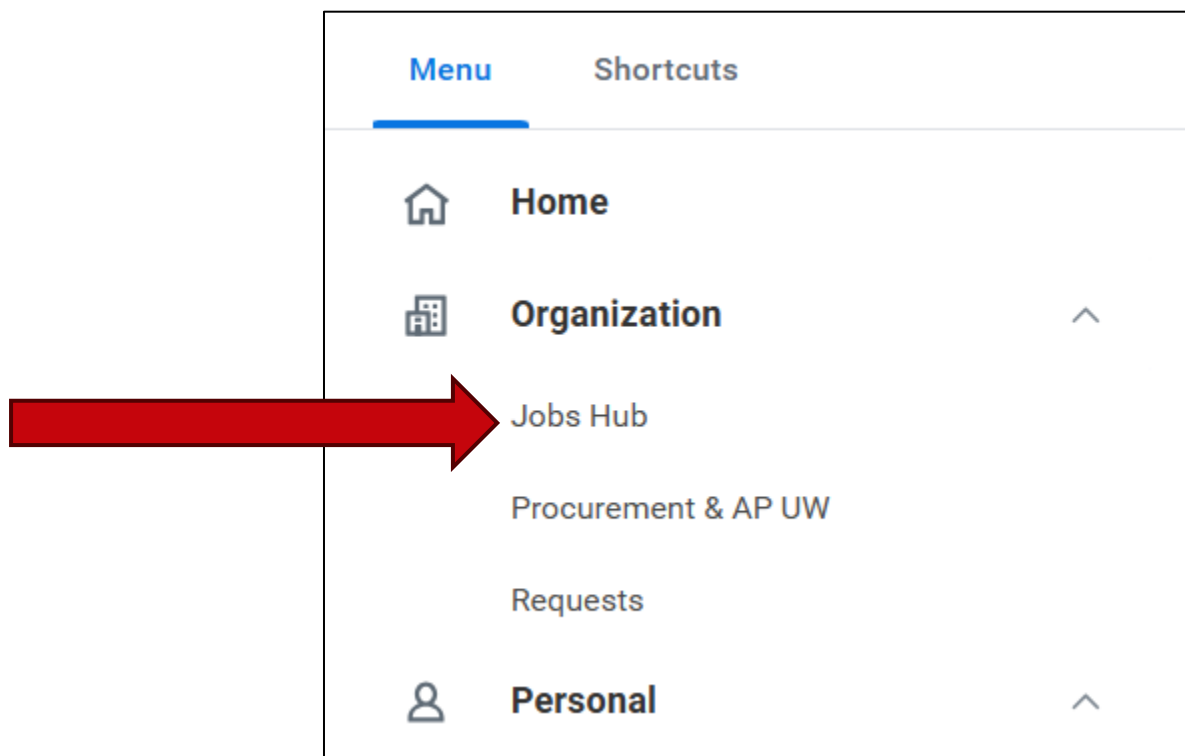
1. 在 **Workday** 主页，点击 **Menu**（菜单）



申请威大工作



2. 在**Organization**（组织）标签下方点击**Jobs Hub**（职位中心）



申请威大工作



Jobs Hub

|←

Overview

Browse Jobs

My Job Alerts

My Applications

Suggested Links

^

Manage Job Alerts

Professional Develo...

🔗

Title and Standard J...

🔗

Career Counseling (...)

🔗

Madison Benefits

🔗

Wisconsin Retireme...

🔗

Employee Resources

🔗

JOBS AT UW

UNIVERSITY OF WISCONSIN-MADISON

Jobs at UW

Ready to take the next step in your career journey? Click 'Browse Jobs' and filter by UW – Madison to view available opportunities

[Read More](#)

Recently Added Jobs

Administrative Assistant II

Position Title:Administrative Assistant II

...

Superior, WI

Full time

JR10000311

[View Job](#)

Head Women's Soccer Coach

Position Title:Head Women's Soccer Coach

...

Superior, WI

Full time

JR10000309

[View Job](#)

HR Coordinator

Position Title:HR Coordinator

...

Madison, WI

Full time

JR10000050

[View Job](#)

3

1

2

申请威大工作



1. 最先显示的是最新登出的空缺职位。
2. 使用左箭头或右箭头图标浏览新登的空缺职位。

Recently Added Jobs

Talent Acquisition Specialist

Position Title:Talent Acquisition Specialist

...

Madison, WI

JR10000685

[View Job](#)

Custodian

Position Title:Custodian

...

Madison, WI

JR10000671

[View Job](#)

Admissions Counselor

Position Title:Admissions Counselor

...

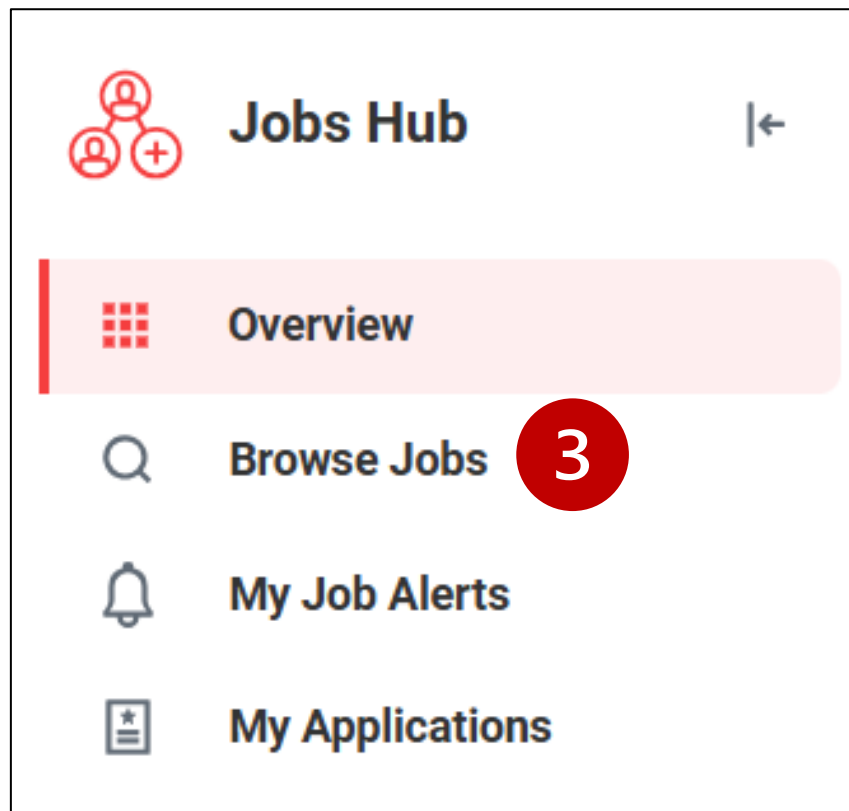
Stevens Point, WI

Full time

JR10000659

[View Job](#)

申请威大工作



3. 点击**放大镜**图标[*Browse Jobs* (浏览职位)]以浏览所有空缺职位

浏览所有空缺职位



MENU



Jobs Hub

Overview

Browse Jobs

My Job Alerts

My Applications

Suggested Links

Manage Job Alerts

Professional Develo...

Title and Standard J...

Career Counseling (...)

Madison Benefits

Wisconsin Retireme...

Employee Resources

Browse Jobs (UW) (07/25/2024)

search

Search

Saved Searches

Current Search

Save

Clear All

Employment Type

☐ Regular (49)

☐ Temporary (Fixed Term) (18)

☐ Terminal (Fixed Term) (2)

Institution

☐ UWMSN University of Wisco... (39)

☐ UWSTP University of Wisco... (14)

69 Results

Talent Acquisition Specialist

University of Wisconsin Madison | Application Deadline: 06/27/2025 | Madison, WI | Posting Date: 06/13/2025 | JR10000685

Custodian

University of Wisconsin Madison | Application Deadline: | Madison, WI | Posting Date: 06/12/2025 | JR10000671

Admissions Counselor

University of Wisconsin Stevens Point | Application Deadline: 07/11/2025 | Stevens Point, WI | Posting Date: 06/12/2025 | JR10000659

Research Program Coordinator TEST

University of Wisconsin Madison | Application Deadline: 06/30/2025 | Madison, WI | Posting Date: 06/12/2025 | JR10000625

Administrative Assistant II

University of Wisconsin Madison | Application Deadline: 06/15/2025 | Madison, WI | Posting Date: 06/12/2025 | JR10000629

将空缺职位分类



Current Search

Save

Clear All

▼ Employment Type

☒ Regular (49)

☐ Temporary (Fixed Term) (18)

☐ Terminal (Fixed Term) (2)

> Institution

> Job Category

> Job Family Group

> Location

> Remote Type

> Time Type

69 Results

Talent Acquisition Specialist

University of Wisconsin Madison | Application Dead

Custodian

University of Wisconsin Madison | Application Dead

Admissions Counselor

University of Wisconsin Stevens Point | Application Dead

Research Program Coordinator

University of Wisconsin Madison | Application Dead

Administrative Assistant II

University of Wisconsin Madison | Application Dead

Research Specialist

University of Wisconsin Madison | Application Dead

Research Specialist -

University of Wisconsin Madison | Application Dead

Cardiac Surgeon

University of Wisconsin Madison | Application Dead

您可以按以下标准将职位分类：

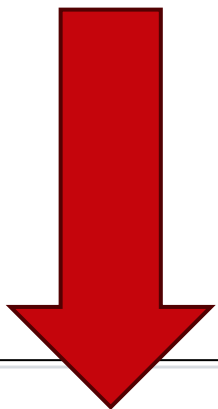
- *Employment Type*（职位类型）
- ***Institution***（分校）
- *Job Category*（员工类别）
- *Job Family Group*（职系）
- ***Location***（地点）
- *Remote Type*（工作模式）
- ***Time Type***（工作时间）

点击选择您想使用的分类标准旁边的方框。

找到您想申请的职位



4. 点击职位名称，以查阅完整的职位描述。



[Custodian](#) 

University of Wisconsin Stevens Point | Application Deadline: | Stevens Point, WI | Posting Date: 05/02/2025 | JR10000114

申请工作



5. 找到您想申请的职位后，请点击***Apply***（申请）。

A screenshot of a job application interface. At the top, the word "Custodian" is displayed. Below it, there are two buttons: a blue button labeled "Apply" and a white button labeled "Create Job Alert". The "Apply" button is highlighted with a red rectangular border. Below the buttons, the text "Position Title:" is followed by "Custodian".

6. 上传您的申请材料并回答问题。您可以注明要求保密。

Candidate Questionnaire

Please indicate below if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identity and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).*

(Required)

- ☐ I request to maintain confidentiality
- ☐ I do not request to maintain confidentiality

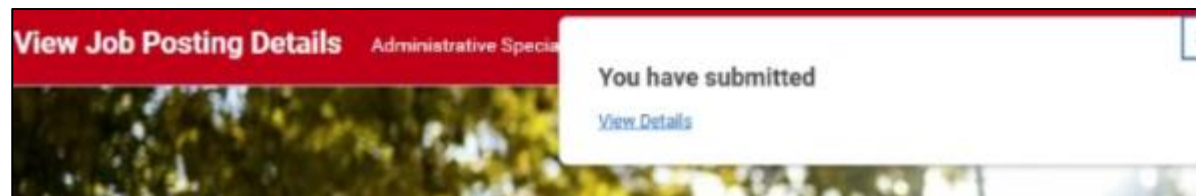
提交申请



7. 在提交前，核对您提供的信息。准备好后，点击***submit***（提交）



您将看到确认信息：***You have submitted***（您已提交）

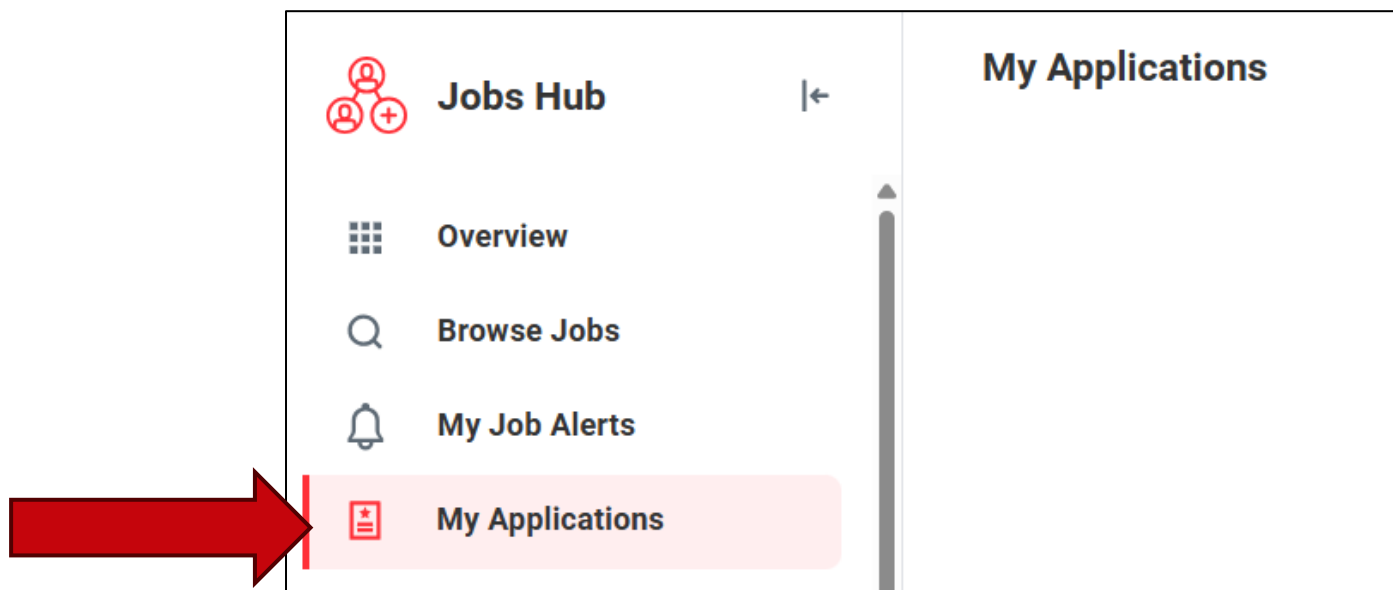


查看您已提交的申请



如果您想查看已提交的申请、申请状态或撤回申请，您可以：

1. 前往 **Jobs Hub**（职位中心）
2. 点击 **My Applications**（我的申请）

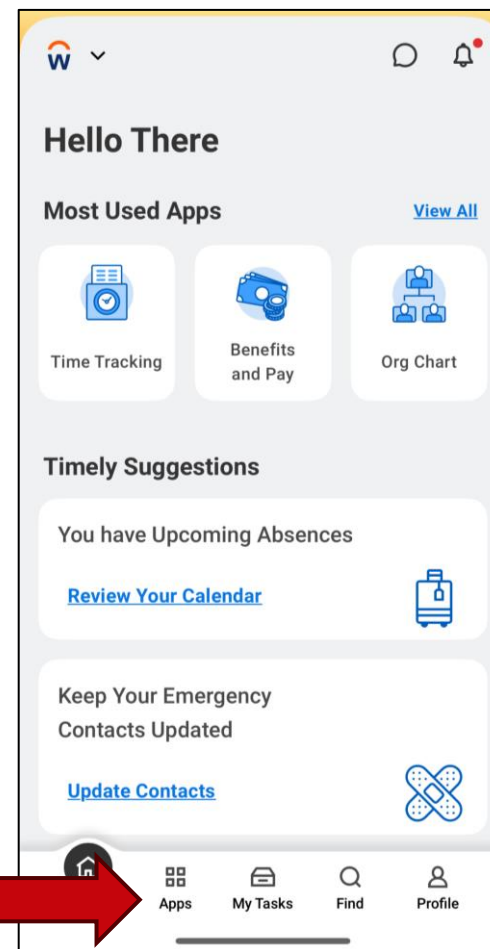
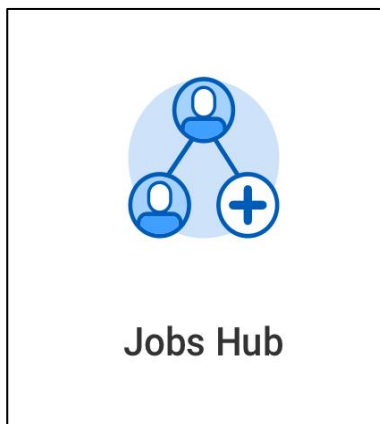


申请工作（移动应用程序）



1. 在**Workday**主页，有指头轻轻点击**Apps**（应用程序）

2. 点击**Jobs Hub**（职位中心）

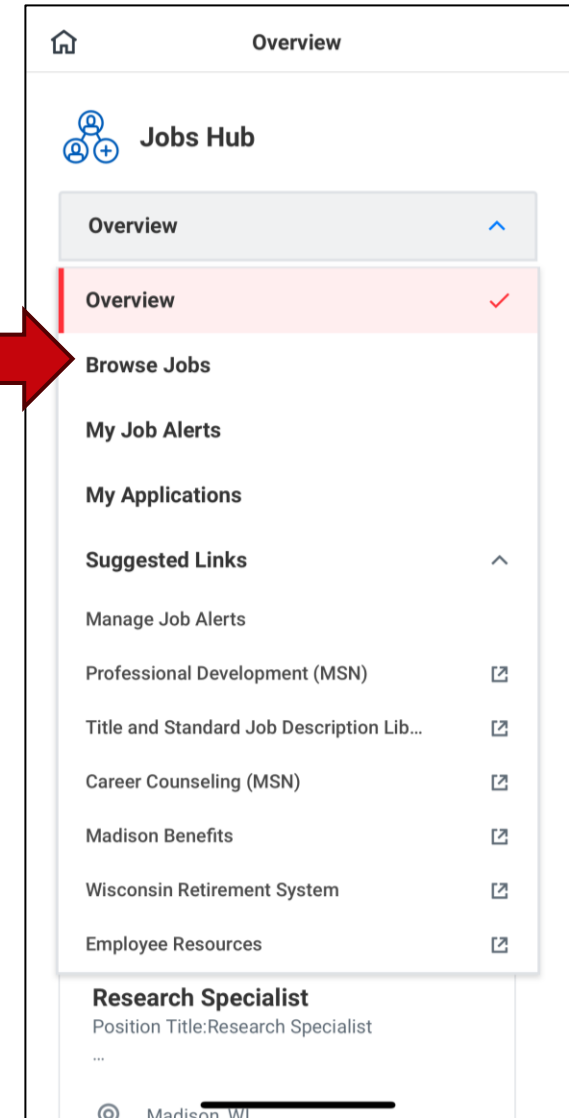
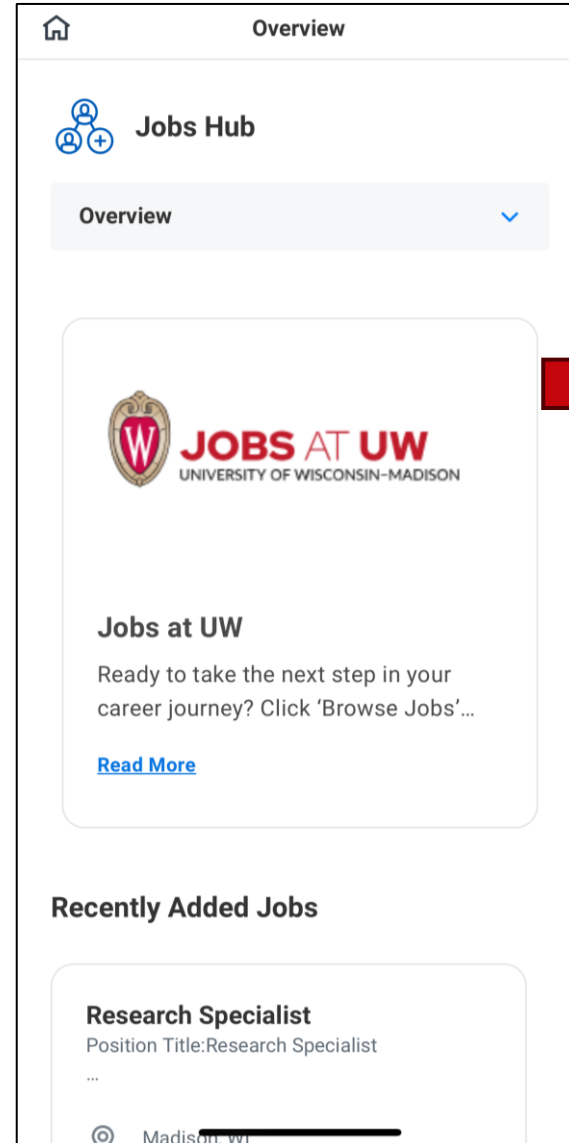


申请工作（移动应用程序）



3. 向下滑动屏幕，查看**Recently Added Jobs**（新登的空缺职位）

4. 点击**Overview**（概览），选择浏览职位（**Browse Jobs**）



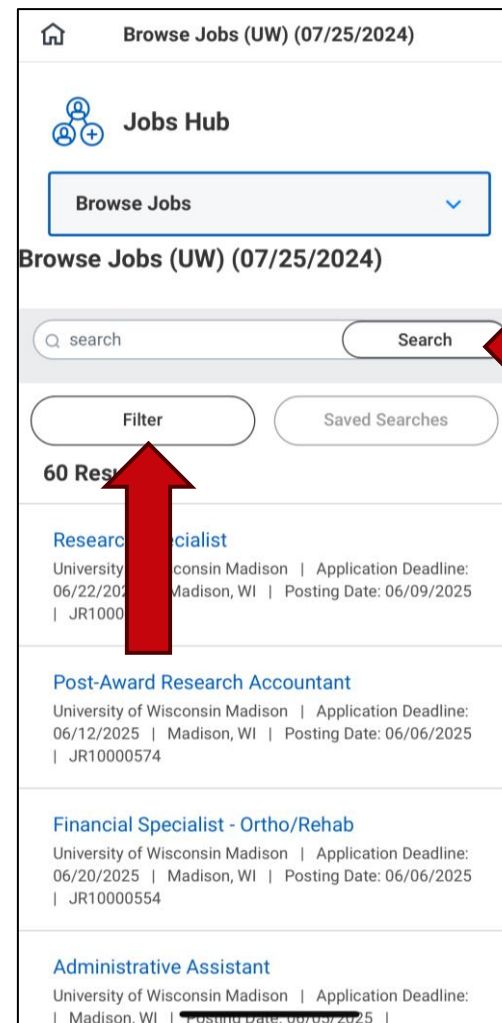
申请工作（移动应用程序）



5. 使用**search**（搜索）栏搜索空缺职位。

或者

使用**filter**（过滤）功能来缩小搜索范围。



练习：查看空缺职位

- 按照步骤说明查看空缺职位
 - 看看您感兴趣的职位
 - 用*filters*（过滤）功能缩小搜索范围
-
- 如果需要帮助，请举手
 - 您练完后可以帮助他人。



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

如何申请调换蓝领多轮班岗位 (*Blue Collar Multi-Shift Transfer, BCMS*)



调换蓝领多轮班岗位 (*BCMS Transfers*)

员工可以在以下情况下申请*BCMS transfer*:

- 换轮班时间
- 在同一个部门换到别的单元

谁可以申请*BCMS transfer*?

- 它只适用于有永久职位的在职威大-麦迪逊分校员工

我如何申请*BCMS transfer*?

- 您可以在线上或线下申请。
 - 线上或线下申请都需要填写*BCMS transfer*申请表

BCMS 要求

您必须满足以下所有条件才有资格申请 *BCMS transfer*:

1. 您目前在部门的岗位和想换的岗位是一样的
2. 在过去12个月内没有收到任何纪律处分的信
3. 在过去6个月内没有通过 *BCMS* 途径换过岗
4. 已通过试用期
5. 满足所有想要调换的岗位的资格

您在线上或线下申请时必须提交 *BCMS* 表格，我们才能考虑您在所在部门进行 *BCMS transfer* 的申请。

申请截止日期为职位发布后的7天内。

BCMS Transfer 申请表

- BCMS Transfer 申请表:
<https://jobs.wisc.edu/bcms>
- 有不同语种供选择
- 我们也提供纸质申请表

BCMS Forms					
ENGLISH	ESPAÑOL / SPANISH	ཐོག་མཚན་ / TIBETAN	中文 / CHINESE	नेपाली / NEPALI	HMOOB / HMONG



Blue Collar Multi-Shift Form

Job Title:	Your Current Job Title:
Last Name:	First Name:
Phone:	Email:
Signature:	Date:

Required if submitting a paper application:

Employee ID #: (Found on your earning statements)	Job Requisition ID:
--	---------------------

Deadline to apply is seven (7) calendar-days from posting date.

SUBMISSION INSTRUCTIONS:

This form must be submitted with your online application or in-person to be considered for a blue collar multi-shift transfer within your division.

Online Application:

Save and upload this form as an attachment when applying online.

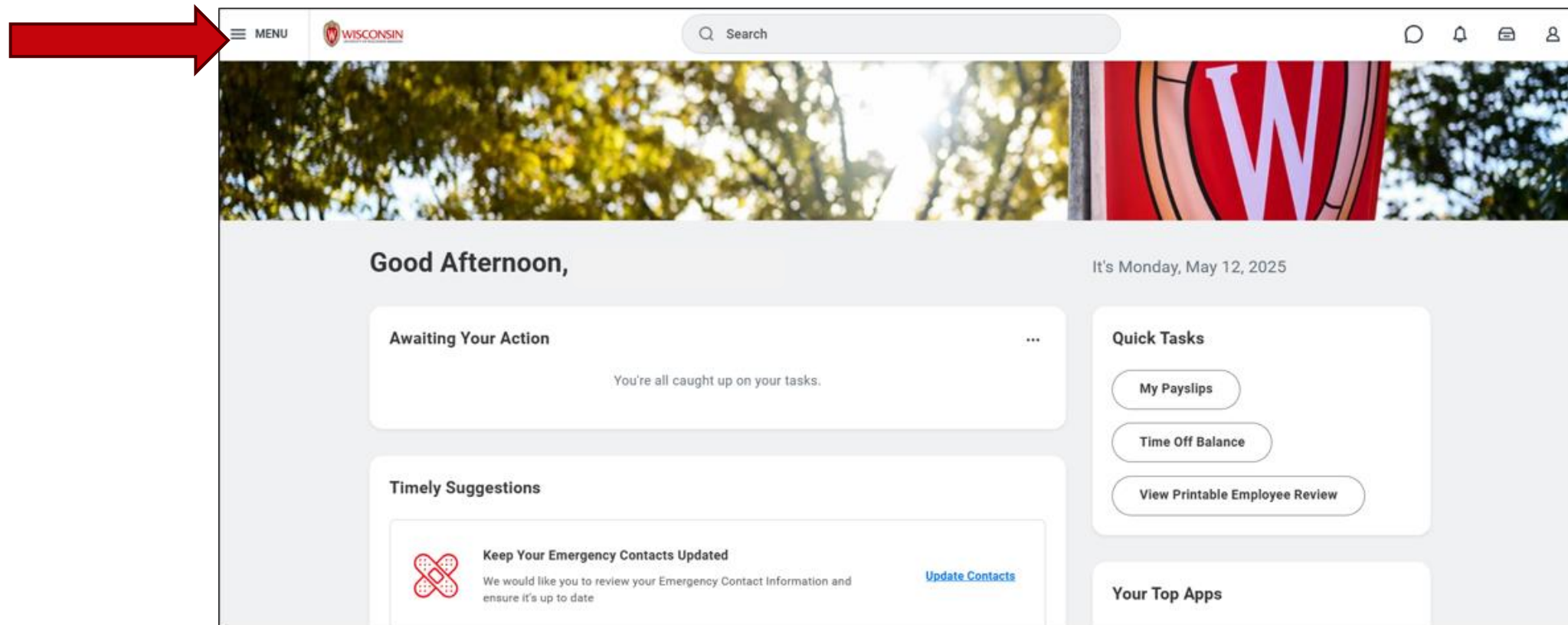
In-Person Application:

Division:	Where to Submit:	Questions?
Facilities, Planning & Management (FP&M)	45 N. Charter Street, Room 18 (the box outside) or 30 N Mills, Suite 362 (Human Resources office)	fpmhr@fpm.wisc.edu 608-265-8096
University Housing	15 Slichter Residence Hall 625 Babcock Drive, Madison WI 53706	hr@housing.wisc.edu 608-262-2766
Union	Memorial Union, Room 4186 800 Langdon Street, Madison WI 53706	hr@union.wisc.edu 608-263-5596

If you have questions, please contact the Office of Human Resources at 608-265-2257 or uwjobs@wisc.edu. Please call Cultural Linguistic Services if you need assistance in Spanish (Español 608-263-2328, 608-263-0623 o 608-265-0838), Hmong (Hmoob 608-263-2217), Tibetan (བོད་སྐད་ 608-890-2545), Chinese (汉语 608-890-2628), or Nepali (नेपाली 608-262-7521).

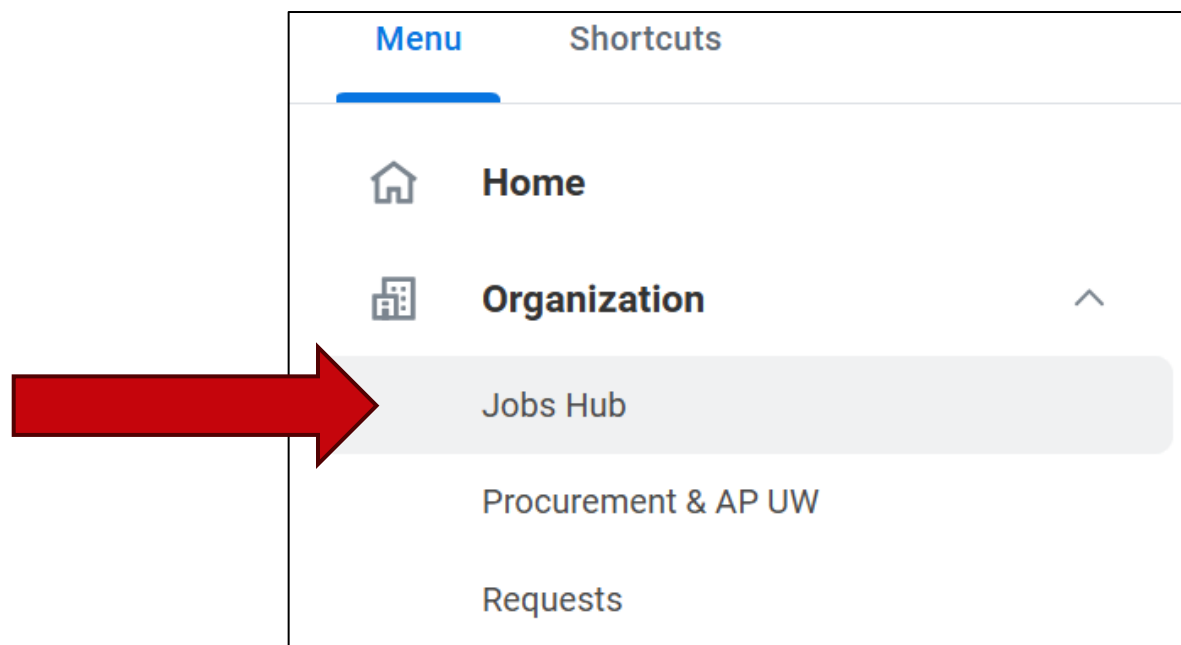
如何申请*BCMS Transfer*

1. 在*Workday*主页，点击*Menu*（菜单）



如何申请*BCMS Transfer*

2. 点击**Organization**（组织）下方的**Jobs Hub**（职位中心）



如何申请 *BCMS Transfer*

3. 点击 **Browse Jobs**（浏览职位）

4. 在 **search**（搜索）栏，输入 **BCMS**。按下键盘上的 **enter**（回车）键。

The screenshot displays the 'Jobs Hub' interface for the University of Wisconsin. On the left sidebar, the 'Browse Jobs' option is highlighted with a red box. The main content area is titled 'Browse Jobs (UW) (07/25/2024)'. A search bar at the top contains the text 'BCMS', which is also highlighted with a red box. To the right of the search bar is a 'Search' button. Below the search bar, there is a link to 'Saved Searches'. The results are divided into two columns: 'Current Search' and '1 Result'. Under 'Current Search', there are 'Save' and 'Clear All' buttons, and a dropdown menu for 'Employment Type'. The '1 Result' column shows a job listing: 'BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift'. Below the job title, it lists 'University of Wisconsin Madison', 'Application Deadline: 06/10/2025', 'Madison, WI', and 'Posting Date: 06/03/2025 | JR10000463'.

Browse Jobs (UW) (07/25/2024)	
BCMS <button>Search</button>	
Saved Searches	
Current Search	1 Result
<button>Save</button> <button>Clear All</button>	BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift
Employment Type	University of Wisconsin Madison Application Deadline: 06/10/2025 Madison, WI Posting Date: 06/03/2025 JR10000463

如何申请*BCMS Transfer*

- 空缺的*BCMS*岗位将会显示出来。
- 岗位名称包括下列信息：
 - 岗位
 - 单元
 - 轮班
- 点击岗位名称，以了解详情。

1 Result



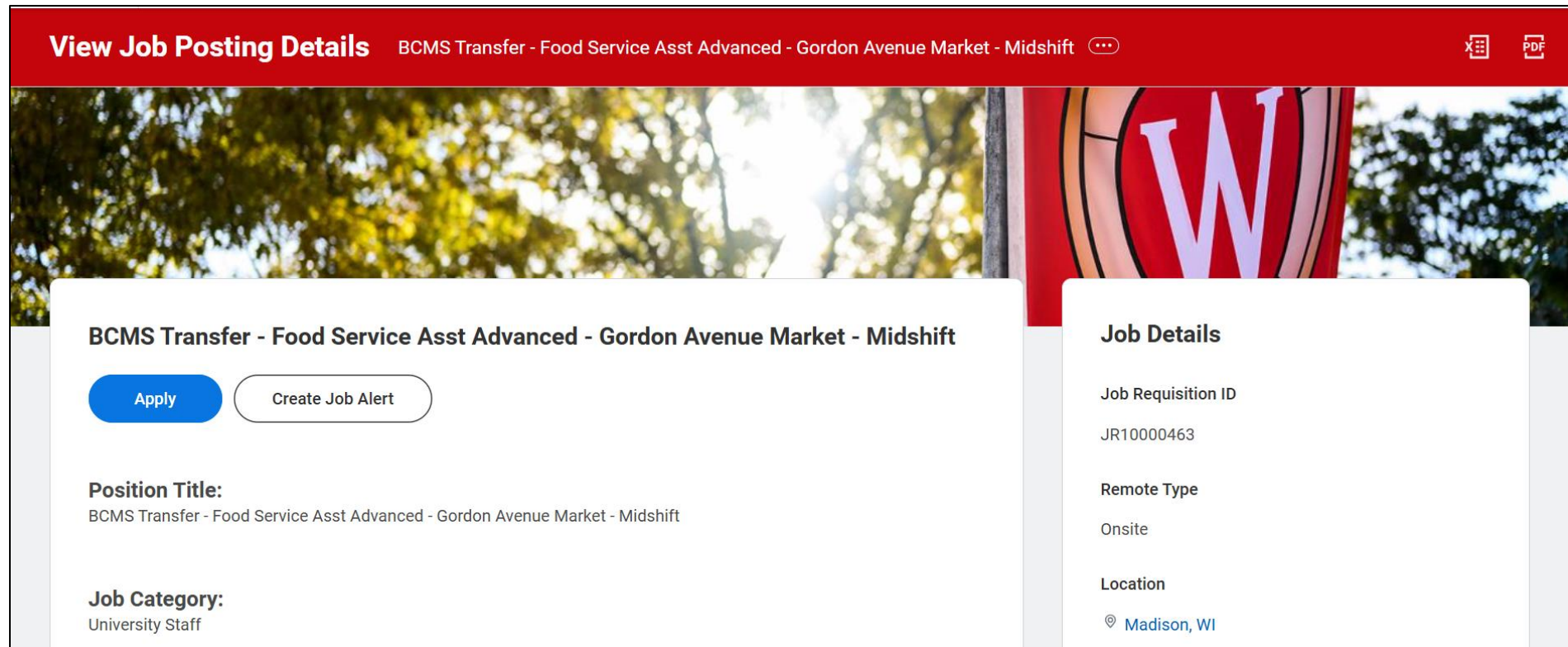
[BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift](#)

University of Wisconsin Madison | Application Deadline: 06/10/2025 | Madison, WI | Posting Date: 06/03/2025 | JR10000463

如何申请 *BCMS Transfer*

5. 点击 **Apply**（申请）

6. 上传一份填好的 *BCMS Transfer* 申请表，替代简历。



如何申请 *BCMS Transfer*

6. 在提交前，仔细核对您的信息。

7. 点击 **Submit**（提交）

您将收到一封邮件，确认您的申请已提交。

如何申请 *BCMS Transfer*

我们也提供纸质申请表

- 您可以从所在部门的人力资源办公室要一份纸质的 *BCMS Transfer* 申请表或自己从 *BCMS* 网站打印申请表：
<https://jobs.wisc.edu/bcms>
- 将填好的申请表交给您的人力资源办公室。

有问题吗？





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

如何获取帮助

如何获取帮助

- 联系您的主管或人力资源办公室
- 参加文化语言服务中心（*Cultural Linguistic Services, CLS*）提供的开放计算机房（*Open Computer Labs*）
 - 每个月的第3个星期三
 - 下午3:30– 5:00
 - 21 North Park Street, 5041 室（5楼）
 - 无需提前注册或预约



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

资源与下一步

CLS 提供的 *Workday* 开放计算机房 (*Workday Open Labs*)

- 为使用 CLS 服务的员工提供一个练习场所
- 为参加培训结束后仍需要帮助的员工提供额外帮助
- 请联系您的主管或是人力资源办公室报名（必须提前注册）
- 在培训结束后进行（8月-9月）

地址是21 N. Park Street, 5041室

- 周二，8月19日，晚上10点 – 12点
- 周三，8月20日，下午3:30 – 5:00
- 周四，8月28日，上午10点 – 12点
- 周三，9月3日，晚上10点 – 12点
- 周二，9月9日，下午1点-3 点
- 周三，9月17日，下午3:30 – 5:00

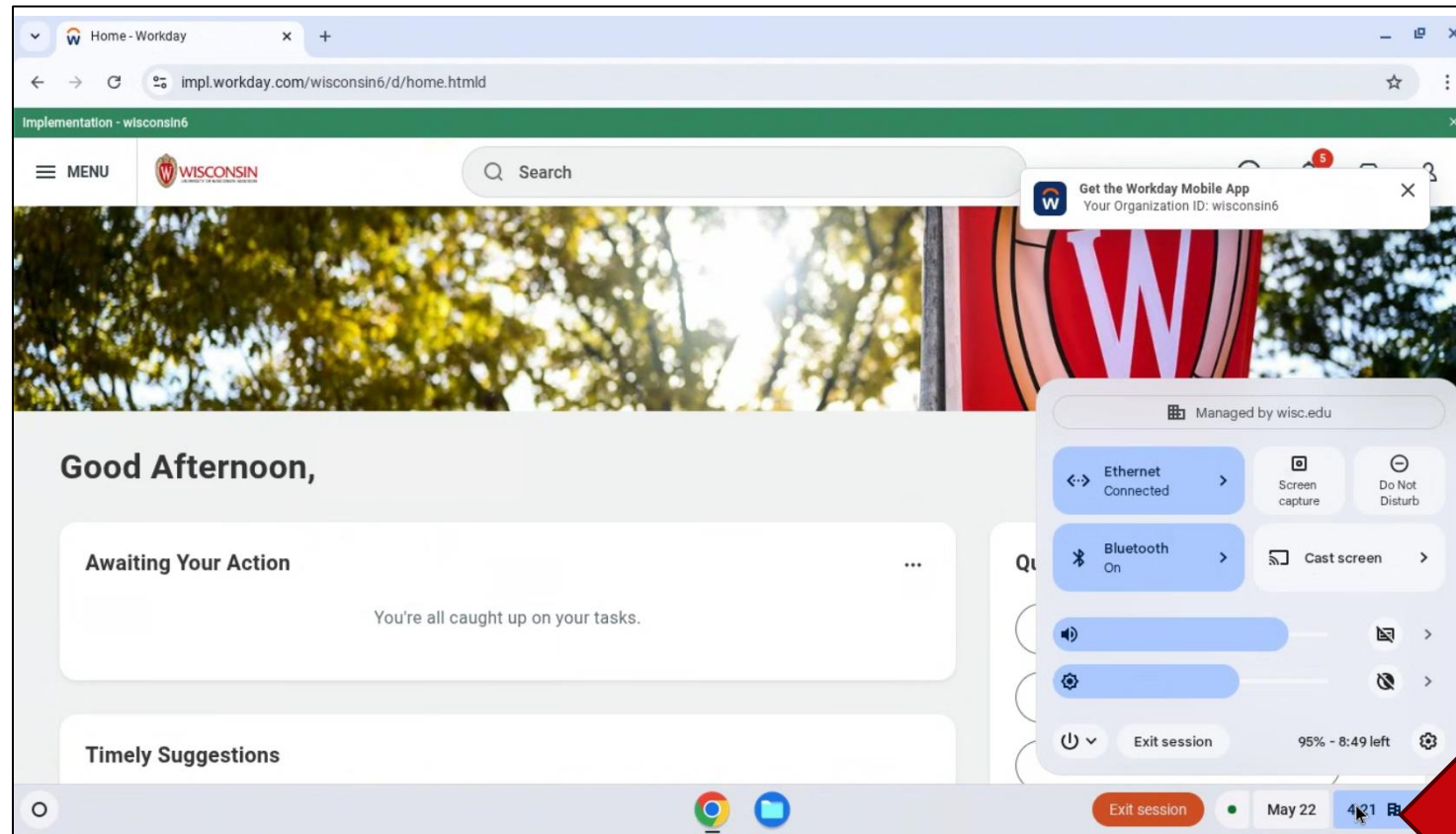
开放计算机房 (*Open computer labs*)

- 您可以参加文化语言服务中心 (*Cultural Linguistic Services, CLS*) 提供的开放计算机房 (*Open Computer Labs*)
 - 每个月的第3个星期三
 - 下午3:30– 5:00
 - 21 North Park Street, 5041 室 (5楼)
 - 无需提前注册或预约

退出 *Workday*

在离开之前，请重启您的电脑。

1. 点击屏幕右下角的时间图标。

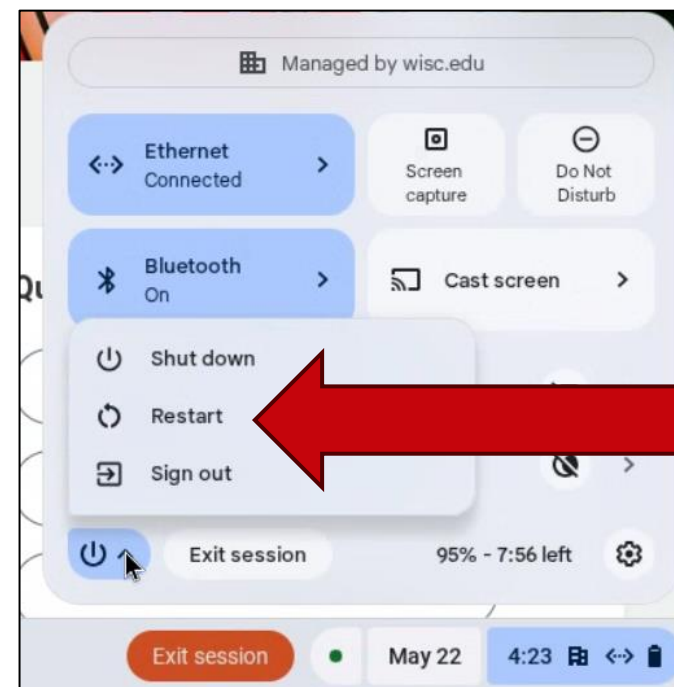
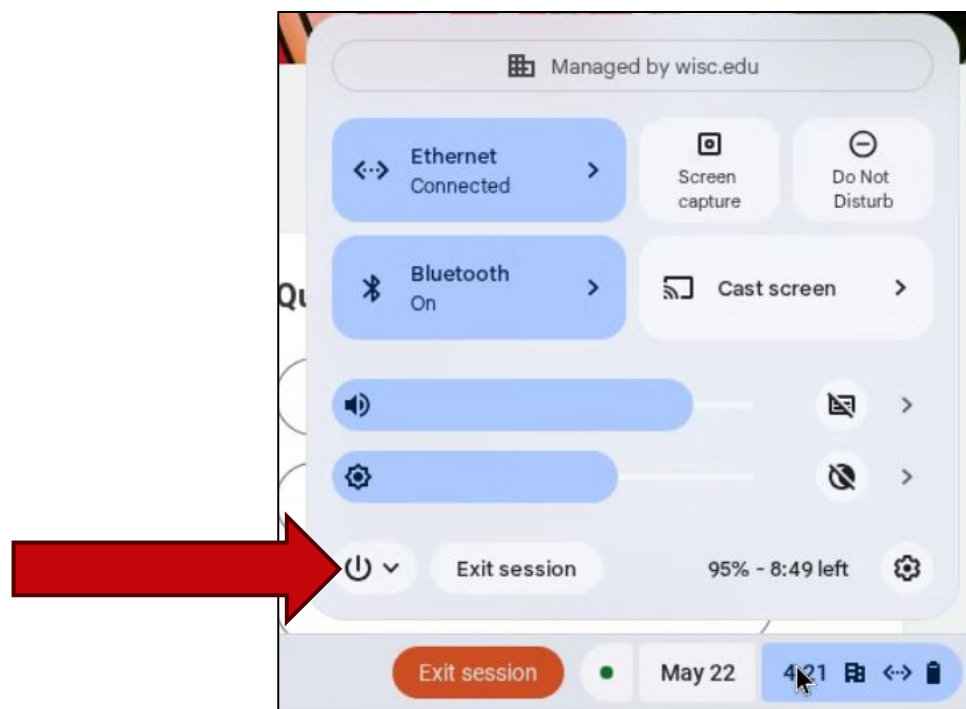


退出 *Workday*

2. 点击电源图标。

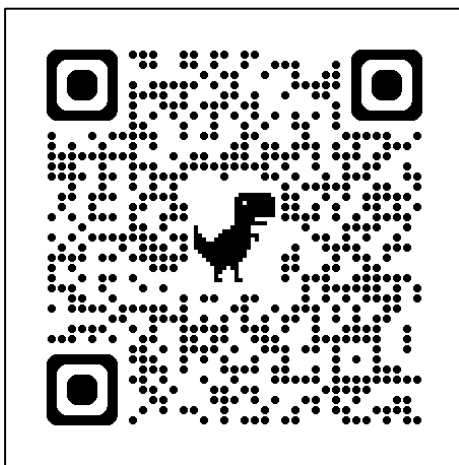
3. 选择 **Restart**（重启）。

屏幕将变为白色，然后关闭。



员工人力资源指南 (*HR Guides for Employees*)

- hr.wisc.edu/hr-guides/#for-employees
- 培训资源
- 常见问题解答
- 翻译过的资料



HR Guides for Employees

All Universities of Wisconsin faculty and staff, including UW-Madison, will use Workday for self-service tasks beginning July 7. This includes submitting time off, managing employee information, accessing job-related training, and more.

[Overview of What Is Changing for MyUW >](#)

Topics for employees

Workday Training >	Personal Information >
Benefits >	Remote Work Agreement >
Career Profile >	Reporting >
Employment >	Time and Time Off >
Overview and Settings >	Time Clocks >
Payroll >	Workday Learning >
Performance >	Workday Mobile >

下一步

- 在教室前方签到（如果您尚未签到）
- 如需帮助，请联系您的主管



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

谢谢!